



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1750.4K
Code 11200

12 OCT 1995

NASPNCLA INSTRUCTION 1750.4K

Subj: NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) MILPERSMAN 1810580
(c) NASPNCLAINST 1740.1F

Encl: (1) Sample of Command's "Welcome Aboard" Letter
(2) Sample of "Welcome Aboard" Message
(3) Sample of Memorandum from Command Sponsor Program Coordinator
(4) Sample Navy Sponsor Program Questionnaire
(5) Sample of Sponsor's Letter
(6) Navy Sponsor Notification (NAVPERS 1330/2)

1. Purpose. To establish an effective sponsor program to assist personnel and their families transferring to Pensacola, Florida.

2. Cancellation. NASPNCLA Instruction 1750.4J

3. Background. References (a) and (b) establish requirements and prescribed actions in connection with the sponsor program.

4. Action. The Personnel Support Officer, Department Heads, and Sponsor Program Coordinator are responsible for administering the Navy Sponsor Program per references (a) and (b).

a. The Personnel Support Office (PSO) will:

(1) Coordinate the Sponsor Program for personnel assigned/reporting to NAS Pensacola.

(2) Upon receipt of PCS orders, determine manning requirements and request a sponsor from member's department.

(3) Send a "Welcome Aboard" letter from the Commanding Officer (enclosure (1)) and a "Welcome Aboard" package per reference (c) to personnel within 180 days of arrival. Note: A message will be sent to personnel with an estimated time of arrival of less than 4 weeks (enclosure (2)).

(4) The assigned sponsor will receive a memorandum and training from the Sponsor Program Coordinator (enclosure (3)).

(5) Provide newly reporting members with a Navy Sponsor Program Questionnaire (enclosure (4)) as part of their check-in procedures. This questionnaire will be forwarded to the Sponsor Program Coordinator and reviewed quarterly by the Command Master Chief, Executive Officer, and Commanding Officer.

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b. Department Heads will use the following guidelines in selecting a sponsor:

- (1) Be an E-5 or above when possible
- (2) Be familiar with command policies and procedures
- (3) Similar family compositions
- (4) Newly reporting member will NOT be sponsor's relief
- (5) Sponsor will have at least 6 months left on board
- (6) Present a positive impression of Navy and command

Department Heads will ensure assigned sponsors establish immediate communication with the prospective gain. A personal "Welcome Aboard" letter from the sponsor (enclosure (5)) should be sent to the newly reporting member within 10 working days; a copy of the letter will be sent to PSO.

c. Officer sponsors will be assigned by the Executive Officer.

d. The sponsor will continue assisting the newly reporting member and his/her family until the member feels comfortable. Newly reporting personnel and their sponsor will meet with the Commanding Officer and/or Executive Officer within 72 hours of reporting on board, as appropriate.

e. A Sponsor Program Coordinator will be designated in writing. In addition, an internal monitoring/evaluation system will be established to ensure the program is working, utilizing the Navy Sponsor Program Questionnaires.

f. Detaching members will complete Navy Sponsor Notification (NAVPERS 1330/2) (enclosure (6)) which will be forwarded to member's next command.

5. Forms. Navy Sponsor Notification, NAVPERS 1330/2, is available through normal supply channels.



TIMOTHY THOMSON

Distribution:

B

(NASPNCLAINST 5216.1Q)

Stocked:

Commanding Officer

NAS Pensacola

190 Radford Blvd

Pensacola, FL 32508-5217

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Sample of Command's "Welcome Aboard" Letter

1750

Ser 11000/

From: Commanding Officer, Naval Air Station, Pensacola
To: (Member's rate, first name, last name, USN)

Subj: NAVY SPONSOR PROGRAM

1. As your Commanding Officer, I would like to personally welcome you aboard Naval Air Station Pensacola, "The Cradle of Naval Aviation," and CNET finalist for the 1994 Commander-in-Chief's Installation Excellence Award.
2. As a member of Naval Air Station Pensacola, you will be part of a professional team which has provided support to naval aviation and played a vital role in our nation's history and defense since 1914. To assist you in any way possible, (sponsor's rate, first name, last name) has been assigned as your sponsor and may be reached at DSN 922-XXXX or commercial (904) 452-XXXX Monday through Friday from 0730 to 1600. Additionally, you may contact the Family Service Center at DSN 922-5990 or commercial (904) 452-5990. They can provide relocation assistance, accurate information, and effective referral for services and resources available in the community.
3. When reporting during working hours (0700-1600), you should check in with the Personnel Support Activity Detachment, Building 680. When reporting after working hours or weekends, you should check in with the Officer of the Day located at the quarterdeck in Building 624.
4. Once again, welcome aboard! I look forward to meeting and working with you during your tour at Naval Air Station Pensacola.

CO SIGNATURE

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SAMPLE "WELCOME ABOARD" MESSAGE

NAS PENSACOLA FL//JJJ//

CNATRA CORPUS CHRISTI TX//JJJ//UNCLAS //N01720//

MSGID/GENADMIN/NAS PENSACOLA//

SUBJ/WELCOME ABOARD GREETING FOR (RATE, NAME (FIRST, MI., LAST))//

RMSK/1. ON BEHALF OF EVERYONE AT NAS PENSACOLA, WELCOME TO THE CRADLE OF NAVAL AVIATION.

2. NAS PENSACOLA IS LOCATED ON THE GULF COAST OF FLORIDA, CLOSE TO ALABAMA.

PENSACOLA IS AN AREA NOTED FOR ITS IDEAL CLIMATE, ABUNDANT RECREATIONAL FACILITIES, RICH HISTORY, AND WARM HOSPITALITY. (RATE, NAME (FIRST, M.I., LAST)) WILL BE YOUR SPONSOR, AND CAN BE REACHED AT DSN _____ OR COMM (904) 452-XXXX, 0730 TO 1600 MONDAY THROUGH FRIDAY. ADDITIONALLY, OUR FAMILY SERVICE CENTER IS AVAILABLE TO ASSIST YOU IN A PLEASANT TRANSITION INTO THIS AREA. YOU MAY CONTACT THE CENTER PERSONALLY AT DSN 922-5990 OR COMM 904-452-5990. A WELCOME ABOARD PACKAGE WILL BE MAILED TO YOU GIVING YOU DETAILED INFORMATION ON OUR MISSION AND THE PENSACOLA AREA.

3. WHEN REPORTING DURING WORKING HOURS (0730-1600), YOU SHOULD CHECK IN AT THE PERSONNEL SUPPORT ACTIVITY DETACHMENT, BUILDING 680. WHEN REPORTING IN AFTER WORKING HOURS OR ON WEEKENDS, PLEASE CHECK IN WITH THE OFFICER OF THE DAY LOCATED IN BUILDING 624.

4. ONCE AGAIN, WELCOME ABOARD. CO'S NAME, COMMANDING OFFICER.

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"SAMPLE MEMO FROM SPONSOR PROGRAM COORDINATOR"

MEMORANDUM

Subj: SPONSOR FOR INCOMING PERSONNEL

Ref: (a) NASPNCLAINST 1740.4K

Encl: (1) Sample Sponsor's Letter

1. Per reference (a), you have been designated as the sponsor for _____.
2. He/She is due to report to Naval Air Station Pensacola no later than _____.
3. _____ is currently attached to _____ and is due to transfer on _____. Mailing address is:

4. Please write him/her a personal welcoming letter within 5 days. Use enclosure (1) as a guideline, and be sure to forward a copy of your letter to the Sponsor Program Coordinator no later than _____.
5. As a sponsor, please offer your assistance in any way possible. This includes your meeting him/her at the airport or elsewhere, depending on his/her desires.
6. I must emphasize the great importance of your performance as a sponsor. His/Her first impression of Naval Air Station Pensacola is crucial to the individual's long-term attitude toward this command and the Navy. You should continue to express an interest in _____ until he/she has become familiar with Naval Air Station Pensacola and his/her duty assignment.
7. If any unforeseen problems arise, or if you need assistance in fulfilling your obligations, advise me immediately.

SPONSOR PROGRAM COORDINATOR

Enclosure (3)

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NAVY SPONSOR PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Navy Sponsor Program. Please complete this questionnaire based on your experiences on your recent PCS transfer.

NAME: _____ RANK/RATE: _____

DATE OF ARRIVAL: _____ ASSIGNED TO (DEPT/DIV): _____

NAME OF SPONSOR: _____ RANK/RATE OF SPONSOR: _____

1. Were you assigned a sponsor before arriving?

2. Are you:

Married (Accompanied) _____ Single (Unaccompanied) _____

Married (Unaccompanied) _____ Single (Accompanied) _____

3. Did your sponsor assist you in the following:

YES NO

___ ___ a. Meet you upon arrival?

___ ___ b. Arrange temporary transportation for your needs?

___ ___ c. Arrange for temporary lodging?

___ ___ d. Have a positive attitude toward the command and the local area?

___ ___ e. Write to you before you arrived in the area?

___ ___ f. Were your questions answered quickly and accurately?

___ ___ g. Show you around the command, base, and local area?

___ ___ h. Assist you in other areas to get settled?

4. What information did you receive from your sponsor and command prior to arriving?

___ Letter only

___ Packet of Information Only

___ Both

___ Nothing

5. Overall, how would you rate the helpfulness of your sponsor?
(Rate 1 (VERY POOR) 5 (EXCELLENT))

1 2 3 4 5

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6. Please use the back of this page to make any remarks or recommendations concerning this command's Navy Sponsor Program. Thank you.

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"Sample of Sponsor's Letter"

Dear _____,

An advance copy of your orders was received and I have been designated as your sponsor. My work mailing address is:

Naval Air Station
Pensacola, Florida 32508-5000
(Attn: _____)

The command's telephone number is : (Commercial and DSN telephone number, sponsor's department/code). If you call and I am unavailable, please leave your number and I will return the call as soon as possible. Should you desire, my home telephone is: _____. I may normally be contacted at home between _____ and _____ (use 24 hour clock).

The Sponsor Program Coordinator has notified me your Welcome Aboard Package from the command was mailed _____; should you not receive it by _____, please contact me or the Sponsor Program Coordinator at (904) 452-XXXX, or DSN 922-XXXX or by letter, so another package can be sent immediately.

Again, let me again welcome you aboard Naval Air Station Pensacola. If there is any way I can assist you or your family, please contact me.

Yours truly,

Copy to:
Sponsor Program Coordinator
PSO

FROM:

TO:

THE SERVICE MEMBER LISTED HEREON HAS BEEN ORDERED TO YOUR COMMAND.

NAME		RANK/RATE		SSN	
MARITAL STATUS	WILL DEPENDENTS ACCOMPANY SERVICEMEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO	SEX AND AGES OF DEPENDENT CHILDREN (F for female, M for male)			
		SEX			
CURRENT MAILING ADDRESS		AGE			
LEAVE ADDRESS					
ESTIMATED DETACHMENT DATE	ESTIMATED ARRIVAL DATE YOUR COMMAND	MODE OF TRAVEL		INITIAL PERMANENT ASSIGNMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPONSOR <input type="checkbox"/> REQUIRED <input type="checkbox"/> DESIRED <input type="checkbox"/> NOT DESIRED					
OTHER INFORMATION					